



CURTIS LEWIS  
& ASSOCIATES

**1. GENERAL SERVICES ADMINISTRATION  
Federal Supply Service**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! Is <http://www.fss.gsa.gov>.

\*\*\*\*Go to <http://www.fss.gsa.gov/schedules>. Find link to Ordering From GSA Schedules. Find link to Ordering Procedures for services requiring a statement of work.\*\*\*\*

Schedule Title: HUMAN RESOURCES AND EEO SERVICES

FSC Group: 738 PART X

Contract Number: GS-22F-8173H

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: November 1, 2012 to October 31, 2017

Contractor: Curtis Lewis & Associates, P.C.  
1735 Tamarack Street, NW  
Washington, D.C. 20012

Telephone: (202) 737-3020

Fax: (202) 722-5492

E-mail: [clewis@curtislewis.com](mailto:clewis@curtislewis.com)

Web Site: [www.curtislewis.com](http://www.curtislewis.com)

Business Size: Small Business, Minority Owned

Customer Information

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS

**Special Item Number**

SIN 595-25	Investigation of Discrimination Complaints & Preparation of Reports of Investigation (Individual case – one issue)
	Investigation of Discrimination Complaints & Preparation of Report of Investigation (Individual case – per additional issue)
	Investigation of Discrimination Complaints & Preparation of Report of Investigation (Individual case – continuing violation)
	Investigation of Discrimination Complaints & Preparation of Report of Investigation (Consolidated case – one issue)
	Investigation of Discrimination Complaints & Preparation of Reports of Investigation (Consolidated case – per additional issue)
	Investigation of Discrimination Complaints & Preparation of Reports of Investigation (Consolidated case – continuing violation)
	Investigation of Discrimination Complaints & Preparation of Reports of Investigation (Additional copies of investigation report)
	EEO Training & Consulting (Off-the-Shelf)
	<ul style="list-style-type: none"> <li>-ADR Team Training</li> <li>-ADR EEO Staff Training</li> <li>-ADR Management Executive</li> <li>-Alternative Dispute Resolution</li> <li>-EEO Services</li> <li>-EEO Counseling</li> <li>-NO FEAR ACT</li> <li>-Mediation (Daily Rate)</li> <li>-Customized Training</li> </ul>
SIN 595-21	HR Training & Consulting

-Conflict Management  
-Diversity  
-Building Trust  
-Leadership Development Services

2. MAXIMUM ORDER: \$100,000.00

3. MINIMUM ORDER \$100.00

4. GEOGRAPHIC COVERAGE:

Delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington, D.C.  
and to a CONUS port or consolidation point for orders received from overseas activities.

5. POINT OF PRODUCTION:

Washington, D.C.

6. DISCOUNT FROM PRICE LIST:

Net prices are included on this price list.

7. QUANTITY DISCOUNTS:

Negotiable

8. PROMPT PAYMENT TERMS:

Net 30 Days

9. Curtis Lewis & Associates accepts the Government commercial credit card.

9 (b). DISCOUNT FOR PAYMENT BY GOVERNMENT CREDIT CARD:

N/A

10. FOREIGN ITEMS:

N/A

11. 11(a). TIME OF DELIVERY:

Within required timeframe as established by government regulations and/or  
within the period specified in the ordering agencies performance based statement

of work and the order.

11 (b). SPECIAL ITEMS AVAILABLE FOR EXPEDITED DELIVERY:

All items included in the price list are available for negotiated expedited delivery.

11 (c). OVERNIGHT AND 2-DAY DELIVERY:

Contact the contractor for overnight and 2-day delivery.

11 (d). URGENT REQUIREMENTS:

Contact the contractor for faster delivery or rush requirement

12. F.O.B. POINTS:

Destination

13. ORDERING ADDRESS:

CURTIS LEWIS & ASSOCIATES, P.C.  
1735 Tamarack Street, NW  
Washington, D.C. 20012  
Tel. (202) 737-3020  
Fax. (202) 722-5492

14. PAYMENT ADDRESS:

CURTIS LEWIS & ASSOCIATES, P.C.  
1735 Tamarack Street, NW  
Washington, D.C. 20005

15. WARRANTY PROVISION:

Curtis Lewis & Associates warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT COMMERCIAL CREDIT  
ACCPETANCE:

N/A

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE AND REPAIR:

N/A

19. TERMS AND CONDITIONS OF INSTALLATION: N/A
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LIST AND ANY DISCOUNTS:  
N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS:  
  
CURTIS LEWIS & ASSOCIATES, P.C.  
1735 Tamarack Street, NW  
Washington, D.C. 20012
22. LIST OF PARTICIPATING DEALERS: N/A
23. PREVENTIVE MAINTENANCE: N/A
24. SPECIAL ATTRIBUTES: N/A
25. DUNS NUMBER: 787433440
26. Curtis Lewis & Associates is registered in the Central Contractor Registration (CCR) database.

### **PRICE LIST**

*All prices are for services conducted at the government facility or contractor facility for all geographic areas.*

<b>Special Item Number</b>	<b>EEO Services</b>	<b>11/01/12 - 11/01/13</b>
SIN 595-25	Investigation (Individual case-one issue)	\$4,504.89
	Investigation (Individual case/add. issue)	\$327.96
	Investigation (Individual case cont. violation)	\$4,982.57
	Investigation (Consolidated case/add. issue)	\$5,397.54
	Investigation (Consolidated case/add. issue)	\$327.62
	Investigation	

(Consolidated  
cont. violation) \$6,021.24

Investigation  
(Additional  
copies of Reports) \$.14

EEO Training &  
Consulting  
(Off-the Shelf) \$5,732.30

ADR Team  
Training “

ADR EEO Staff  
Training “

ADR Mgmt.  
Executive “

Alternative  
Dispute  
Resolution “

EEO Services “

EEO Counseling “

NO FEAR ACT “

Mediation  
(Daily Rate) \$2,924.00

Customized  
Training \$360/hr

SIN 595-21 HR Training  
& Consulting \$360/hr

Conflict Mgmt. “

Diversity “

Building Trust “

Leadership  
Development  
Series “